

**Boards, Commissions and Committees**

# **Department of the Army Individual Service Review Board**

**Headquarters  
Department of the Army  
Washington, DC  
15 April 1984**

**UNCLASSIFIED**

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# ***SUMMARY of CHANGE***

AR 15-34

Department of the Army Individual Service Review Board

Effective 15 May 1984

Boards, Commissions and Committees

Department of the Army Individual Service Review Board

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By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

ROBERT M. JOYCE  
*Major General, United States Army*  
*The Adjutant General*

**History.** This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This revision implements Department of Defense Directive 1000.20, 9 June 1983. Subject: Determinations of Active Military Service and Discharge: Civilian or Contractual Personnel. It provides for the establishment of the Department of the Army

Individual Service Review Board. This regulation discusses the Board's procedures for determining an applicant's eligibility for Veterans' Administration benefits and issuance of an Army discharge for services rendered to the Armed Forces.

**Applicability.** This regulation applies to individuals or groups (or survivors of applicants) requesting active military service credit for services performed as a member of a civilian or contractual group for the Armed Forces of the United States. It does not apply to the U.S. Army Reserve or the Army National Guard.

**Proponent and exception authority.** Not applicable.

**Army management control process.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Commander, U.S. Army Reserve Components Personnel and Administration Center, ATTN: DARC-PPC, 9700 Page Boulevard, St. Louis, MO 63132.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Reserve Components Personnel and Administration Center, ATTN: DARC-PPC, 9700 Page Boulevard, St. Louis, MO 63132.

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\* This regulation supersedes AR 15-34, 1 October 1979.

**RESERVED**

## 1. Purpose

This regulation prescribes policies and procedures for determining an applicant's membership in a civilian or contractual group whose services rendered to the Armed Forces is considered active military service. This determination is made to establish an individual's entitlement to Veterans' Administration (VA) benefits and the issuance of an Army discharge. Additional, this regulation sets forth the method of submitting applications for determination and reconsideration of disapproved applications.

## 2. References

Required publications are listed below.

a. AR 635-5 (Personnel Separation-Separation Documents). Cited in Paragraph 9a(1).

b. AR 635-200 (Personnel Separations-Enlisted Personnel) Cited in Paragraph 9b.

## 3. Explanation of abbreviations and terms

a. *Abbreviations.*

(1) CG ...Commanding General

(2) DA ... Department of the Army

(3) RCPAC ... UTS Army Reserve Components Personnel and Administration Center

(4) SECDEF... Secretary of Defense

(5) VA ... Veterans' Administration

b. *Terms.* Civilian or Contractual Group. An organization rendering service to the Armed Forces of the United States in a capacity that was then considered to be civilian employment or a contractual service. An example of such an organization is the Women's Airforces Service Pilots (a group of Federal civilian employees attached to the U.S. Air Force in World War II).

## 4. Responsibilities

a. The DA Individual Service Review Board, referred to throughout this regulation as the Board, will-

(1) Convene at the call of the chairperson.

(2) Choose an acting chairperson from members of the Board to serve in the absence of the appointed chairperson.

(3) Consider, in closed session, applications from individuals (or the survivor of those individuals) who claim to be former members of groups that have rendered military service.

(4) Make findings on the basis of the evidence and all information available.

(5) Determine if the applicant was a member of a certified group during the dates of its qualification. Also, the Board will determine whether the application for discharge should be approved or disapproved.

(6) Determine if the service warrants an honorable discharge or a discharge under honorable conditions in cases where an application is approved.

(7) Determine the equivalent pay grade of the applicant when appropriate (see para 9).

b. The CG, U.S. Army Reserve Components Personnel and Administration Center (RCPAC), will-

(1) Appoint members of the Board and determine their terms of service.

(2) Appoint the chairperson from members of the Board.

(3) Notify applicants promptly of the Board's decisions.

(4) Issue separation documents if the Board's decision is positive.

(5) Issue DD Form 1300 (Report of Casualty) to include military pay grade when a member whose application was approved was killed during the period of equivalent active military service.

(6) Send necessary correspondence.

(7) Complete official military personnel file for individuals whose applications have been approved by the Board. The CG will send the record for maintenance to the National Military Personnel Records Center, General Services Administration, 9700 Page Boulevard, St. Louis, MO 63132.

## 5. Location of Board

This regulation establishes the DA Individual Service Review Board at RCPAC, 9700 Page Boulevard, St. Louis, MO 63132. This regulation has been approved by the Department of the Army Committee Management Officer.

## 6. Background

a. Public Law 95-202, Section 401, directs the Secretary of Defense (SECDEF) to determine whether civilian employment or contractual service by groups for the Armed Forces should be considered active military service.

b. The SECDEF has delegated to-

(1) The Secretary of the Air Force the authority to determine if the service of groups constitutes active military service. (The Air Force thus established the DOD Civilian/Military Service Review Board and Advisory Panel.)

(2) The Secretary of the Army and other Department Secretaries the authority to issue discharges to individuals who were members of such groups.

## 7. Composition and control of the Board

a. The Board will consist of at least three voting members appointed by the CG, RCPAC.

b. Membership will include one nonvoting recorder, who will keep a record of the Board's action on each application.

c. The Board will consist of military members on active duty and civilian employees. Military members must be in Grade O-5 (Lieutenant Colonel) or higher. Civilians must be full-time employees in Grade GS-11 or higher.

d. The chairperson will be designated by the CG, RCPAC. The acting chairperson will serve in the chairperson's absence.

e. A Board of four persons must be maintained at all times. As many additional members as needed may be appointed to the Board. In any proceeding before the Board, a member who was absent from a prior session of the Board may participate thereafter if that member has reviewed the record of the prior proceedings.

## 8. Initial applications

a. Applications should be submitted on DD Form 2168 (Application for Discharge of Member or Survivor of Member of Group Certified to Have Performed Active Duty with the Armed Forces of the United States) or by letter to the Commander, RCPAC, ATTN: DARC-PSN-P-A, 9700 Page Boulevard, St. Louis, MO 63132. Application forms are available at the above address.

b. The application must include thorough evidence to establish the individual's participation as a group member. Documentation may include, but is not limited to-

(1) Mission orders.

(2) Identification cards.

(3) Contracts or personnel action forms.

(4) Employment records.

(5) Pay vouchers.

(6) Certificates of awards.

(7) Casualty information.

(8) Any other supporting evidence of membership of kind of service performed. Applications should be as complete as possible. The burden of proof is on the applicant.

c. Personal appearance before the Board is not authorized. The applicant will not be permitted to present witnesses in his or her behalf.

d. No expenses incurred by the applicant or by any person in his or her behalf will be paid by the Government.

e. The application must be signed by the individual claiming membership in a group approved for active military service. If the member is deceased, the application must be signed by the next of kin or legal representative. Legal proof of death must accompany the application. If the applicant is mentally incompetent, his or her spouse, next of kin, or legal guardian will sign the application. Legal proof of mental incompetence must accompany such applications.

## **9. Action on approved applications**

*a.* The CG, RCPAC will insure that approved applicants (or survivors of those applicants) are issued—

(1) DD Form 214 (Certificate of Release or Discharge from Active Duty) per AR 635-5.

(2) DD Form 256A (Honorable Discharge Certificate) or DD Form 257A (General Discharge Certificate (Under Honorable Conditions)) per AR 635-200.

(3) DD Form 1300 with equivalent pay grade annotated for those members who died during the approved period of service.

*b.* A pay grade is needed only when the individual was killed or received service-related injuries or disease during the equivalent military service period. It is needed to obtain VA benefits.

(1) A DD Form 214 may not include the pay grade unless individually requested by the VA.

(2) When requested by the VA, the Board will determine the equivalent pay grade.

(*a*) Equivalent rank or grade must have been officially recognized.

(*b*) If there is no equivalent military rank, then, for Government employees, the corresponding rank will be the comparable civilian pay grade.

(*c*) If (*a*) and (*b*) above do not apply, one of three grades may be issued. They are O-1, E4 or E1. The selection of grade will depend on the job performed, the level of supervision exercised, and military privileges.

## **10. Disapproved applications**

All applications disapproved by the Board will be submitted to the Adjutant General (CG, RCPAC) for final decisions. If the Board's decision is upheld, the CG, RCPAC, will notify the applicant of the disapproval and the reasons. If the CG, RCPAC approves the application, necessary action will be taken per Paragraph 9.

## **11. Reconsideration**

The Board will reconsider applications only when the applicant presents new, relevant evidence. Evidence must not have been previously considered by the Board.

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